

## Text Notifications for Parents} Step-by-Step Instructions

***For weather related cancellations, early dismissals, emergencies and more, you will be the first to know with FastDirect's SMS text notification service! Please follow the instructions below to get activated.***

**Step 1:** Sign in to your parent account.

**Step 2:** Click the 'View/Edit Parent Information' button at the top of your Home screen.

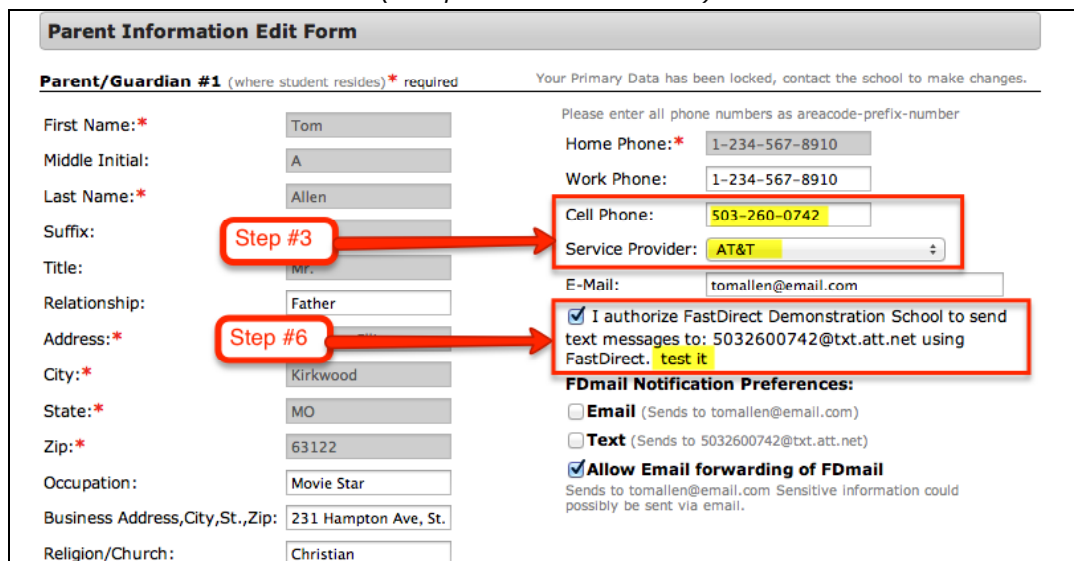
**Step 3:** In the parent data form, add your cell phone number and your cell phone provider. (See sample form below).

**Step 4:** A pop-up message box will ask you if this is what you want to do. Click 'OK'.

**Step 5:** To save these changes, click the 'Save Changes' button located directly below the parent data form.

**Step 6:** Click 'Test It' to send a test notification to your cell phone in order to verify that you are activated! (Please note: After saving these changes, the system automatically permissions your account to receive text notifications. If you would like to opt out of receiving text notifications, just uncheck this option and click 'Save Changes'.)

(Sample Parent Data Form)



**Parent Information Edit Form**

**Parent/Guardian #1** (where student resides) \* required Your Primary Data has been locked, contact the school to make changes.

Please enter all phone numbers as areacode-prefix-number

First Name: \* Tom  
 Middle Initial: A  
 Last Name: \* Allen  
 Suffix:  
 Title: Mr.  
 Relationship: Father  
 Address: \*  
 City: \* Kirkwood  
 State: \* MO  
 Zip: \* 63122  
 Occupation: Movie Star  
 Business Address, City, St., Zip: 231 Hampton Ave, St.  
 Religion/Church: Christian

Home Phone: \* 1-234-567-8910  
 Work Phone: 1-234-567-8910  
 Cell Phone: 503-260-0742  
 Service Provider: AT&T  
 E-Mail: tomallen@email.com

**Step #3** points to the Cell Phone and Service Provider fields.

**Step #6** points to the authorization checkbox: ☒ I authorize FastDirect Demonstration School to send text messages to: 5032600742@txt.att.net using FastDirect. **test it**

**FDmail Notification Preferences:**  
☐ Email (Sends to tomallen@email.com)  
☐ Text (Sends to 5032600742@txt.att.net)  
☒ **Allow Email forwarding of FDmail**  
 Sends to tomallen@email.com Sensitive information could possibly be sent via email.

### HELPFUL TIPS:

- If you are unable to make changes to your parent data form, please contact an administrator in the school's office.
- Both parent/guardian #1 and #2 have text notification permissions.
- Verify the cell phone numbers & providers that are entered for both accounts.
- Text notifications only apply to FDmail messages that have been sent by a staff person to your parent account.
- Any FDmail that was sent as a text cannot be replied to via text.
- SMS technology will truncate the body of the message according to its character limit rules and will strip any HTML code used within the message.

*Thank you for using FastDirect to strengthen your school community. We hope you enjoy the enhanced connection between your family and school.*

**Sincerely,  
The FastDirect Team**

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